



## CITY OF SEATTLE

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### Director of K-12 & Postsecondary Programs

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<b>SALARY:</b>	\$41.52 - \$68.52 Hourly
<b>LOCATION:</b>	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Full-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Department of Education and Early Learning
<b>BARGAINING UNIT:</b>	Not Represented
<b>CLOSING DATE:</b>	07/10/18 04:00 PM Pacific Time

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The Department of Education and Early Learning's (DEEL) mission is to eliminate opportunity gaps by preparing students for kindergarten, improving academic achievement, and ensuring students graduate prepared for college and career. To help achieve this goal, DEEL administers the Families and Education Levy (FEL) along with other sources of funding to support students.

The FEL has been adopted by Seattle voters four times, most recently in 2011. The Levy provides approximately \$33 million per year (\$235 million over seven years) to support the academic success of children through investments in early childhood education, block grants to schools, and school-based health clinics and nurses. Block grants are designed to maximize academic results for students by allowing flexibility in how schools design tailored interventions for their lowest performing students. Depending on the school level, interventions may include support for families, extended learning time, social, emotional, and behavioral supports, summer learning, college and career advising, and case management. The FEL is being considered for renewal by the Seattle City Council in 2018, along with the Seattle Preschool Program.

As a representative of the Mayor and City Council, DEEL invests in student outcomes and measures performance by tracking academic outcomes such as percent of focus students meeting state standards in reading and math, and indicators of progress including attendance, discipline, English language proficiency, course completion, and grades. DEEL develops and administers performance contracts and agreements for services, oversees contract implementation, monitors progress towards achieving outcomes and provides support, guidance, and direction to grantees as necessary. DEEL is a data-driven organization that practices ongoing quality improvement based on results.

To ensure the success of children at all levels of their education, DEEL is in need of a Director of K-12 & Postsecondary Programs to manage FEL investments in these areas. The department strives to embed the [City's Race and Social Justice Initiative](#) into its education objectives and seeks staff that value the importance of working together as a government and community to eliminate racial disparities and achieve racial equity.

#### Here is more of what you'll be doing:

##### Overseeing, Tracking, and Analyzing Performance Outcomes:

- Realizing measurable outcomes of academic achievement by leading and providing direction for all FEL Elementary, Middle, and High School investments, Post-Secondary programs, Health Services investments, and community-based family support
- Overseeing development and tracking of annual performance outcomes and indicators for FEL Elementary, Middle, High School, and Post-Secondary contracts
- Administering performance-based contracts and developing and tracking annual performance outcomes and indicators for FEL Health investments

- Analyzing state, district, and school-level data to identify common areas of need and to inform program and strategy recommendations needed across all K-12 and Post-Secondary FEL investments

#### Providing Tools for Improving Student Achievement:

- Overseeing and facilitating the collection and use of data to improve student achievement, including developing and implementing effective progress monitoring data collection systems, routinely analyzing student results, and implementing action plans/strategy course corrections based on reviews of student data
- Identifying key resources and coordinating professional development opportunities throughout the school year to strengthen math, reading, attendance, and passing core courses strategies for academically-struggling middle school students
- Overseeing and participating in site visits of Levy-funded schools, summer learning programs, health, and community-based family support programs to observe implementation of Levy-funded strategies, discussing progress towards goals with Levy staff, and providing research-based materials and strategy ideas to school teams and partner organizations
- Overseeing the planning and implementation of yearly retreats and comprehensive professional development opportunities during the school year for Levy-funded elementary, middle, and high schools, based on school needs

#### Supporting and Supervising DEEL Divisional Staff and Programs:

- Supervising and overseeing the work of 6 staff with the potential of additional staff in 2019
- Managing overall K-12 and Post-Secondary Division budget, proposals for investment changes, and recommended course corrections based on outcomes, including the funding or defunding of major programs
- Overseeing and conducting independent analysis and research models for resource allocation with significant long-term implications for other City Departments, the Seattle School District, and community agencies
- Meeting regularly with Program and Policy staff to discuss implementation of Levy-funded strategies, review relevant data, discuss progress towards goals, and determine what course corrections, if any, need to be implemented

#### Fostering Collaboration with DEEL, Seattle School District, and Community Organizations:

- Overseeing, developing, and conducting community education workshops for schools and community organizations wanting to learn more about FEL investments
- Convening quarterly meetings with Seattle Public School and DEEL staff to share and align strategic efforts, share best practices and resources, problem-solve current challenges, and identify top priorities for joint collaboration
- Representing DEEL in meetings with Seattle Public Schools
- Preparing reports and presentations for policy makers, including the Families and Education Levy Oversight Committee, the Mayor's Office, City Council, Seattle School Board, and other education stakeholders
- Participating, as appropriate, in local, regional, state, and national efforts and symposia to improve outcomes for middle school students

#### **QUALIFICATIONS:**

You will be most successful if you have demonstrated significant technical knowledge in education policy and program budget management, particularly in a complex public or non-profit organization and have experience in management and K-12 or Postsecondary education. A commitment to listening, creating space for diverse perspectives, and the pursuit of inclusive and just outcomes must be at the center of your professional practice. The ability to communicate at all levels tactfully and effectively will also contribute to your success.

You will need to be skilled in fostering and developing mutually respectful relationships, achieving amenable solutions for those with competing interests, and fostering a collaborative approach to problem solving. Specifically, you'll be prepared to take on this role if you have:

The ability to:

- Communicate to internal and external audiences as an authoritative representative of elected officials or executives on significant issues related to priority programs and services for the purpose of garnering support, shaping opinions, advocating controversial positions, and achieving important educational outcomes
- Demonstrate excellent analytical skills
- Develop and monitor performance-based contracts
- Manage and navigate within a dynamic political environment

Experience in:

- Improving academic results for struggling students
- Providing leadership, focus, direction, and facilitation to multidisciplinary workgroups across organizational lines
- Working in and conducting effective outreach in diverse communities
- Managing projects and issues while maintaining excellent customer service
- Using quantitative data to inform program and policy decisions

Knowledge of:

- Evidence-based and promising best practices in middle and high school, as well as postsecondary education, especially those that support student achievement among low-performing students
- Professional development in middle and high schools as well as postsecondary certificate, or degree attainment, with experience in improving instruction
- School finance and administration

**ADDITIONAL INFORMATION:**

This position is classified as an Executive 1, Exempt. DEEL supports the City of Seattle's Race and Social Justice Initiative to end institutionalized racism by eliminating barriers to access, providing the staff and public with opportunities for growth, and developing equitable access to the programs and services we offer. If you share those values and meet the qualifications, we invite you to apply for this position. Please visit <http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

**APPLICATION PROCESS:**

To be considered for this position, you must submit your application, attaching a cover letter and resume, at <https://www.governmentjobs.com/careers/seattle/> **no later than 4:00pm Pacific Time on Tuesday, July 10, 2018.** This position is open to all candidates that meet the minimum qualifications. The Department of Education & Early Learning values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions, please contact Lindsey King at [Lindsey.King@seattle.gov](mailto:Lindsey.King@seattle.gov).

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:

Seattle Municipal Tower  
700 5th Avenue, Suite 5400  
Seattle, WA 98104  
206-684-8088  
[Careers@seattle.gov](mailto:Careers@seattle.gov)



**The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.**

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